



**Minutes of Croquet Victoria Committee of Management Meeting  
held Wednesday 19 July 2023 via Zoom**

**1 Attendance**

**1.1 Present:**

**1.1.1 Directors:**

Kate Patrick (President), Sarina Cevaal-Hewitt (Secretary), Claire Keating (Treasurer), Maurice Cevaal-Hewitt (Member), Helen Worlidge (Member), Paul Coughlin (Member), Deb Newbold (Member).

**2 Opening/Acknowledgement of Country/Acceptance of Agenda/Declaration of Interest:**

The President opened the meeting at 6.31 pm with an Acknowledgement of Country and Respect for Indigenous Elders past, present and emerging.

The President welcomed Deb Newbold to her first Committee of Management meeting and Maurice Cevaal-Hewitt to his first Committee of Management Meeting as a member (after relinquishing the role of Interim Secretary).

No Director declared any interests that may have a bearing on carrying out their role impartially.

**3 Adoption of Minutes of Previous Committee Meetings:**

Resolved on the motion of Claire Keating and Maurice Cevaal-Hewitt 'that the Minutes of the Croquet Victoria meeting held 17 May 2023 be adopted as a true and correct record'.

Resolved on the motion of Maurice Cevaal-Hewitt and Helen Worlidge 'that the Minutes of the Croquet Victoria Committee of Management In-Camera meeting held 17 May 2023 be adopted as a true and correct record'.

Resolved on the motion of Maurice Cevaal-Hewitt and Helen Worlidge 'that the Minutes of the Croquet Victoria meeting held 20 June 2023 be adopted as a true and correct record'.

**3.1 Business Arising from Minutes of Previous Meeting:**

**3.1.1 Secretary Position:**

The meeting agreed that the Constitution Review Working Group invite members interested in the review of the association's governance structure and the role of the secretary to their next meeting.

**3.1.2 Croquet Victoria's Payment Plan to Croquet Australia:**

The Treasurer advised the meeting that updates in the schedule of payment of affiliation fees to Croquet Australia will be included in future Financial Reports.

**3.1.3 TMA Grant Funding Acquittal:**

The Treasurer reported that all Together More Active Foundation grant funds had been spent. The President reported that our final report had been accepted.

**3.1.4 Spray Unit at Victorian Croquet Centre:**

Thanks to those who provided assistance when researching and settling upon which new spray unit be purchased.

**3.1.5 Child Safe Project:**

Meeting scheduled for Friday 21 July 2023 with Vicsport consultant who is collaborating with us on this project. Update email to follow meeting.

**Action President and Michaela Cook**

**3.1.6 Zoom Meeting with SRV Representative:**

This meeting could be incorporated in the upcoming August Council meeting.

**Action President**

#### 4 Adoption of Financial Report

Attached as Annex A

Resolved on the motion of Claire Keating and Maurice Cevaal-Hewitt 'that Financial Report be adopted'.

The Treasurer advised the following:

- larger than anticipated water bill due to adjustment being made for actual meter reading (rather than estimation)
- some tasks need to be completed in MYOB before transitioning to XERO
- investment portfolio income lower than last year but this might be due to Trust distribution timing issues.

#### 5 Consent Items

##### 5.1 Correspondence:

Attached as Annex B

##### 5.2 Reports:

##### 5.2.1 Secretary's Report:

Attached as Annex C

##### 5.2.2 Sub-Committee /Working Group Minutes Received:

Marketing & Publicity Sub-Committee: 14 June 2023

VCC Futures Working Group: 15 June 2023

##### Motion to accept Consent Items:

Resolved on the motion of Maurice Cevaal-Hewitt and Deb Newbold 'that Consent Items be accepted'.

#### 6 Business Arising from Consent Items

##### 6.1.1 Volunteering Victoria Membership:

Resolved on the motion of Sarina Cevaal-Hewitt and Helen Worladge 'that membership of Volunteering Victoria 2023 2024 be approved subject to a Director agreeing to dealing with correspondence from the organisation'.

##### 6.1.2 Application to Governor re Vice Regal Patronage:

Confirmation of submission of our application for Vice Regal patronage has been received.

The meeting agreed that this patronage was for the state association only and does not flow on to regions or clubs.

#### 7 General Business

##### 7.1 Matters for Decision:

##### 7.1.1 Time and Date of Future CoM Meetings:

Next Committee of Management Meeting scheduled for 27 September 2023. Decision on time and date for meetings beyond September to be made when all Committee of Management Directors in attendance.

##### 7.1.2 Director Training:

Noting that all have an obligation to provide a safe environment in the conduct of our sport, we should continue to source an appropriate training module dealing with inappropriate behaviour to be undertaken by Croquet Victoria state and regional office bearers.

HR Online to be contacted to provide possible training.

Action President

##### 7.1.3 Croquet Australia Logo:

Croquet Victoria representatives to attend zoom meeting convened by Croquet Australia, for discussion about new logo with other state representatives.

##### 7.2 Matters for Discussion:

##### 7.2.1 Bookmarking the Constitution:

Next adopted Croquet Victoria Constitution to be bookmarked.

##### 7.2.2 Croquet Australia Complaints Procedure:

Paul Coughlin is seeking an initial meeting with other members of Croquet Australia Working Group to seek consensus on next steps in review of all Croquet Australia policies related to complaints.

##### 7.2.3 State Appointed Officer Positions:

Members to be advised of current vacancies.

Action Secretary

### **7.3 Matters for Noting:**

#### **7.3.1 Croquet Australia Database:**

Croquet Australia Working Group have met and are researching which database provider can best meet the requirements of all states.

### **8 Other Business**

#### **8.1 Status of Previously Lodged Complaints:**

The President reported on the status of all complaints currently involving Croquet Victoria.

#### **8.2 Death of Past Director:**

The meeting noted the passing of Neville Pope, past Director who also filled many roles at regional and club level. Condolences to be forwarded to Neville's family.

**Action Secretary**

**9 Close 8.40 pm**

**10 Next Meetings** Council 9.30 am Monday 21 August 2023  
CoM 6.30 pm Wednesday 27 September 2023  
Council 9.30 am Monday 16 October 2023

Annex A Financial Report  
Annex B Correspondence List  
Annex C Secretary's Report

**Annex A to  
Croquet Victoria Committee of Management Meeting  
19 July 2023**

**FINANCIAL REPORT JUNE 2023**

The following financial reports are attached:

- Summary Profit and loss for three months ended 30 June 2023 against prior year
- Balance Sheet as at 30 June 2023
- JBWere Monthly report Summary June 2023

**Key points to note:**

The Net Cash Operating result at the end of June is \$4,248, compared to \$35,497 at this time last year. After building depreciation the YTD Operating result is \$(16,664) compared to \$14,659 last year. The overall result is \$3,201 compared to \$(355,313) at this time last year.

During the month there was significant additional spending as we spent our remaining Together More Active Grant money prior to year end. This is reflected in increased Grant Income and Expenses during the month (\$38k) and our Grants account being \$6,000 at month end. The balance remaining relates to money from the Victorian Government Athlete Pathway Travel Grants Program which will be used to assist funding travel for the Victorian State team travelling to the GC Interstate State Shield in Perth in September.

**Income**

- a) The JB Were investment portfolio income YTD is \$39,974 compared to \$56,858 last year (\$16.9k lower).
- b) The unrealised gain on the Investment portfolio YTD is \$19,865.
- c) We received donations of \$836 from supporters of the VCC via the Australian Sports Foundation.

**Expenses**

- d) Grant expenses included reimbursements for Coaches costs of Player Development Workshops and business assistance with Tribunals, Planning Consulting and Website.
- e) There was a very large water bill for courts in the month being \$13,024 (compared to \$4,239 at the same time last year). Upon investigation I discovered that Greater Western Water had used an estimate in its' previous bill in March which significantly understated normal water usage and this quarter's bill is a catch up.
- f) MYOB and Admin support continues to be higher than last year due to MYOB change to monthly charges (from October last year) and Administration support.

**Balance Sheet**

- g) Net Assets at 30 June were \$8,816,890 compared to \$8,462,652 at June last year. The movement in Net Assets for the three months is an increase of \$3,201.
- h) See attachment for a summary page of the JB Were portfolio at 30 June showing the value of \$4,801,705, an increase of \$51,294 since the end of March.
- i) Plant and Equipment has increased during the month as we purchased a Spray Unit for \$7,568 to replace the fifteen year old unit which broke down.

**Cash Outlook**

The operating bank account is \$85k at month end. This compares to approx. \$81k at the same point last year. There is no foreseeable need to draw any amounts from the Investment portfolio in the next quarter. I have recently billed Affiliation fees and expect the majority to be collected in July prior to payment of ACA Affiliation fees of approx. \$85k.

**Finance sub-committee report**

The Finance sub-committee has not met since the Council last meeting.

As previously noted it is planned to move from MYOB as the accounting system to Xero as Xero has better reporting functionality however the transition requires some additional preparation work which I hope to complete over the next few weeks.

Claire Keating  
Honorary Treasurer  
11 July 2023

**Profit & Loss [With Last Year]**

April 2023 To June 2023

ABN: 91 903 271 264

	<b>This Year</b>	<b>% of Sales</b>	<b>Last Year</b>	<b>LY % of Sales</b>
<b>INCOME</b>				
JBWERE	\$39,974.80	44.7%	\$56,858.14	71.4%
VCA AFFILIATIONS	-\$47.73	(0.1)%	\$0.00	0.0%
ACA AFFILIATIONS/INSURANCE	-\$21.14	0.0%	\$0.00	0.0%
MERCHANDISE/PENNANT	\$324.55	0.4%	\$1,507.27	1.9%
TOURNAMENTS	\$445.47	0.5%	\$2,004.54	2.5%
Other Operating Income	\$66.00	0.1%	\$370.00	0.5%
CATERING/BAR	\$606.27	0.7%	\$443.51	0.6%
PREMISES/COURTS/RENT	\$8,186.20	9.2%	\$5,769.14	7.2%
BEQUESTS/DONATIONS	\$836.00	0.9%	\$209.00	0.3%
SRV GRANT -SVSR	\$39,061.23	43.7%	\$12,423.75	15.6%
<b>Total INCOME</b>	<b>\$89,431.65</b>	<b>100.0%</b>	<b>\$79,585.35</b>	<b>100.0%</b>
Gross Profit	\$89,431.65	100.0%	\$79,585.35	100.0%
<b>EXPENSES</b>				
ADMINISTRATION VCA	\$6,182.59	6.9%	\$3,629.09	4.6%
COMMITTEES	\$118.72	0.1%	\$1,033.36	1.3%
COUNCIL/COM travel	\$516.11	0.6%	\$222.54	0.3%
SRV GRANTS SVSR	\$38,676.81	43.2%	\$11,969.24	15.0%
TOURNAMENTS	\$1,254.75	1.4%	\$431.88	0.5%
VCC BUILDING	\$43,896.33	49.1%	\$42,145.55	53.0%
CATERING/BAR	\$196.82	0.2%	\$474.88	0.6%
VCC COURTS	\$15,250.03	17.1%	\$5,019.58	6.3%
<b>Total EXPENSES</b>	<b>\$106,092.16</b>	<b>118.6%</b>	<b>\$64,926.12</b>	<b>81.6%</b>
Operating Profit	-\$16,660.51	(18.6)%	\$14,659.23	18.4%
<b>OTHER INCOME</b>				
Unrealised fair value gains(losses)	\$19,865.87	22.2%	-\$369,972.72	(464.9)%
<b>Total OTHER INCOME</b>	<b>\$19,865.87</b>	<b>22.2%</b>	<b>-\$369,972.72</b>	<b>(464.9)%</b>
Net Profit/(Loss)	\$3,205.36	3.6%	-\$355,313.49	(446.5)%

**Balance Sheet**

As of June 2023

## Assets

Current Assets		
Bank Accounts		
Bendigo	\$84,957.68	
Bendigo - Grants Account	\$6,000.00	
Holding	-\$200.00	
Total Bank Accounts		\$90,757.68
Petty Cash Float		\$1,043.52
Total Current Assets		\$91,801.20
Accounts Receivable		
Accounts Receivable		\$996.06
Total Accounts Receivable		\$996.06
JBWERE - Investment A/c		\$4,801,705.20
Fixed Assets		
Cairnlea - Land and site works at cost		\$1,980,368.00
Building at cost		\$3,331,836.00
Accumulated depreciation		-\$1,411,940.00
Plant & Equipment		
Plant and Equipment	\$197,539.01	
Accumulated Depreciation	-\$166,484.98	
Total Plant & Equipment		\$31,054.03
Total Fixed Assets		\$3,931,318.03
Total Assets		\$8,825,820.49
Liabilities		
Current Liabilities		
Accounts Payable		\$4,639.00
Total Current Liabilities		\$4,639.00
Tax Payable		
GST Collected		\$3,362.71
GST Paid		-\$5,071.87
Total Tax Payable		-\$1,709.16
Grant Liabilities		
Grants Received in Advance		\$6,000.00
Total Grant Liabilities		\$6,000.00
Total Liabilities		\$8,929.84
Net Assets		\$8,816,890.65
Equity		
Reserves		
General Reserve	\$7,703,572.44	
Asset Revaluation Reserve	\$974,117.35	
Retained Earnings	\$93,965.46	
Current Earnings	\$3,201.36	
Special Funds		\$42,034.04
Total Equity		\$8,816,890.65

# JBWere

Report as at 30 Jun 2023

## Portfolio Valuation

Issued by  
JBWere Limited  
ACN 137 978 360

### Portfolio Summary

Account Number: M3787875F

Asset Class	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Cash	\$ 112,569.50	\$ 4,333.93	3.85 %	2.34 %
Credit	\$ 1,348,865.68	\$ 69,983.11	5.19 %	28.09 %
Equity - Domestic	\$ 2,230,820.56	\$ 103,971.69	4.66 %	46.46 %
Equity - International	\$ 1,109,449.46	\$ 23,435.81	2.11 %	23.11 %
<b>Total Portfolio Value</b>	<b>\$ 4,801,705.20</b>	<b>\$ 201,724.54</b>	<b>4.20 %</b>	<b>100.00 %</b>
<b>Unsettled Transactions</b>	<b>\$ 0.00</b>			
<b>Net Portfolio Value</b>	<b>\$ 4,801,705.20</b>			

### Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,466,683.62	\$ 165,566.46	4.78 %	72.20 %
International	\$ 1,335,021.58	\$ 36,158.08	2.71 %	27.80 %
<b>Total Regional Summary</b>	<b>\$ 4,801,705.20</b>	<b>\$ 201,724.54</b>	<b>4.20 %</b>	<b>100.00 %</b>

### Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,461,435.18	\$ 74,317.04	5.09 %	30.44 %
Growth	\$ 3,340,270.02	\$ 127,407.50	3.81 %	69.56 %
<b>Total Defensive/Growth Summary</b>	<b>\$ 4,801,705.20</b>	<b>\$ 201,724.54</b>	<b>4.20 %</b>	<b>100.00 %</b>



## Correspondence

### **In Email**

- 5 Jun 2023 Volunteering Victoria - membership due 31 July 2023
- 11 Jun 2023 Horsham Mayor - re engagement with Kalimna Park Croquet Club
- 13 Jun 2023 Minister Suleyman - unable to attend Season Opening
- 14 Jun 2023 Fulcrum - next steps towards planning amendment
- 15 Jun 2023 Croquet Australia - resignation of Greg Bury
- 20 Jun 2023 Croquet Australia - Greg Bury - volunteer badges
- 25 Jun 2023 Peter Freer - response to hosting of croquet in parallel to 2026 Commonwealth Games
- 26 Jun 2023 Consumer Affairs Victoria - confirmation of lodgement of Annual Statement
- 27 Jun 2023 Athlete Travel Pathway - acquittal process
- 28 Jun 2023 SRV - query about keeping COVID vaccination status of members
- 2 Jul 2023 Christine Horner - acceptance of memorabilia
- 7 Jul 2023 Office of the Governor - acknowledgement of Vice Regal patronage submission
- 10 Jul 2023 NDCA - query re recent decision

### **Various**

Gateball Australia emails, Croquet Australia Board Minutes/Agendas/Gazettes, Grant opportunities, VCC utility invoices, Vicsport grants available/workshops, Golf Croquet State Team acceptances, eBulletins, Director profiles,

### **Out Email**

- 13 June 23 Fulcrum - acceptance of quote for VCC planning amendment  
Sec Cc'd -Bill Marks - criteria for Australia Day Awards
- 24 Jun 2023 Croquet Australia Events Committee - possible format of games in parallel to 2026 Commonwealth Games
- 27 Jun 2023 Clubs - notification of vacancies
- 28 Jun 2023 Secretary to the Governor - Vice Regal patronage submission  
Croquet Australia - Annual Reports
- 29 Jun 2023 SRV - no requirement to keep attendance record (as per COVID guidelines)
- 5 Jul 2023 Sec Cc'd - acknowledgement of Mayor's response to extending use of croquet courts at VCC

### **Various**

distribution of eBulletins, Croquet Australia Board Minutes/documentation, distribution of national event flyers, acknowledgement of GC State Team acceptances, 2023 CoM to Croquet Australia and states, Sub-Committee nominations endorsed, eDeposit of Annual Statements.

## SECRETARY'S REPORT

### 2023 Annual General Meeting

Following the Annual General Meeting the following tasks have been completed:

- lodgement of Annual Statement with Consumer Affairs Victoria
- advice to Croquet Australia and croquet states of new Committee of Management
- eDeposit of both Annual Reports
- Annual Reports forwarded to Governor of Victoria
- Annual Reports forward to Croquet Australia

### Regional Secretaries Workshop via Zoom

Scheduled for 2.00 pm Wednesday 26 July 2023.

### Recognition of Service

Sent to departing CoM members and Sub-Committee members.

### Member data Collected During COVID Pandemic (previous restrictions)

Clubs advised to dispose of attendance records that were required previously and records of sighting of members vaccination status.

### Social Media (as at 9 July 2023)

Facebook - 1108 followers, Twitter - 73 followers, Instagram - 144 followers.

### Policy Amendments

The following Policies/Terms of Reference uploaded to website;

- Council Election Policy
- Marketing & Publicity Terms of Reference
- Selection Policy
- Reimbursement of Expenses Policy



Secretary